

**DRAFT ONLY**  
**AGENDA FOR STUDENTS CHANNEL LEADERSHIP TEAM OFF-SITE**  
**OCTOBER 23, 1:00 - OCTOBER 26, 10:00AM**

**AGENDA MONDAY AFTERNOON- OCTOBER 23 - 1:00-5:30**  
**THEME - CELEBRATING PAST SUCCESSES**

**DESIRED OUTCOMES -**

- Understanding and appreciation of accomplishments in this past year
- Understanding of lessons learned—what has worked that we would want to build on and what could be improved

<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>START-UP-</b>	<ul style="list-style-type: none"> <li>• Welcome, including— <ul style="list-style-type: none"> <li>• Purpose of this retreat—this is a “how meeting” not “what meeting”</li> <li>• Big Picture context</li> <li>• SFA values—worthy of trust, courteous, great products and services, efficiency</li> <li>• What’s important about this Leadership team...</li> </ul> </li> </ul> <div style="text-align: center;"> <p>Organizational Students Channel Working Groups Individual</p> </div>	JVV	1:00-1:45
	<ul style="list-style-type: none"> <li>• Desired Outcomes</li> <li>• Agenda</li> <li>• Fact/Fiction</li> <li>• Ground Rules</li> </ul>	<p>Nancy</p> <p>Julia</p>	

<b>CELEBRATE SUCCESS- PREP</b>	<ul style="list-style-type: none"> <li>• JVV open– <ul style="list-style-type: none"> <li>• Story Boarding–Disney</li> </ul> </li> <li>• Story Board activity– <ul style="list-style-type: none"> <li>• <i>Importance of stories</i></li> <li>• Explain expectations</li> </ul> </li> <li>• Pairs/trios prepare story board (fun, pictures, images...)– <ul style="list-style-type: none"> <li>• Lay out story from past year—including challenges, high points, successes—(e.g. reflect on your performance plans, IPTs, PBO on the Frontline Action Plans...)</li> </ul> </li> </ul>	JVV  Nancy	1:45-2:30
<b>SHARE STORY BOARDS</b>	<ul style="list-style-type: none"> <li>• <b>Pairs/trios</b>—share their story board</li> </ul> <p style="text-align: center;"><b>BREAK</b></p> <ul style="list-style-type: none"> <li>• <b>Large group</b>—list common themes about what has contributed to successes</li> </ul>	Nancy	2:30-4:15 (including a 15' <b>break</b> )
<b>LESSONS LEARNED</b>	<ul style="list-style-type: none"> <li>• <i>Organizational learning</i></li> <li>• <b>Informal trios</b>- what worked that we can build on/what could be improved</li> <li>• <b>Large group</b>- report out</li> </ul>	Julia	4:15-4:45
<b>CLOSE-</b>	<ul style="list-style-type: none"> <li>• JVV celebrate—(Success slide show,...)</li> </ul>	Nancy JVV	4:45-5:30
<b>EVENING ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Optional plans</li> </ul>		

**TUESDAY AGENDA - OCTOBER 24 - 8:00-11:30**  
**THEME - BUILDING THE COLLECTIVE FUTURE - “WE”**

**DESIRED OUTCOMES -**

- Agreement on key elements of a Students Channel Vision
- Appreciation for our role as leaders in working with our partners

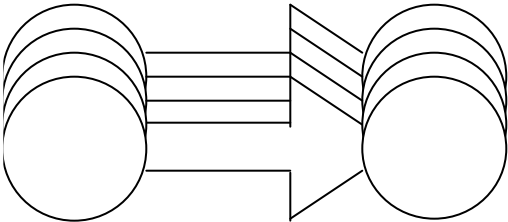
<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>START-UP-</b>	<ul style="list-style-type: none"> <li>• Do +/- for yesterday</li> <li>• Desired Outcomes</li> <li>• Agenda</li> </ul>	Julia	8:00-8:15
<b>VISION</b>	<ul style="list-style-type: none"> <li>• <i>Mission, vision, values</i> - 10'</li> <li>• <b>Goals</b> for 2000-2001 and 2001-2004 - 10'</li> <li>• <b>JVV vision</b>—how Students Channel will go about accomplishing their goals—5'</li> <li>• Guided Visualization for next 4 years—15'</li> <li>• Small random groups create images, phrases, metaphor—45'</li> <li>• Large group report out/gallery walk—20'</li> <li>• Common themes for collective vision—30'</li> </ul>	Nancy JVJ JVJ  Nancy  Julia	8:15-10:30 (Including 15' break)
<b>VISION STORYLINE</b>	<ul style="list-style-type: none"> <li>• Create storyline for vision</li> </ul>	Kevin	10:30-11:00
<b>CLOSE</b>	<ul style="list-style-type: none"> <li>• <i>Celebrate Accomplishments</i></li> <li>• Draw someone's name to celebrate at the end of Wednesday's working session</li> <li>• Next Steps</li> <li>• +/-</li> <li>• JVJ—transition to site visit—               <ul style="list-style-type: none"> <li>• We've talked about our successes &amp; generated elements of an inspiring vision. What's important for us continually to keep in mind as leaders is who are the people who do the work—us, the people we partner with,...</li> <li>• So what we now want to do is go to visit X...</li> </ul> </li> </ul>	Nancy       JVJ	11:00-11:30
<b><u>BUS TO NCS</u></b>	<b><u>BOX LUNCH ON BUS</u></b>		11:30
<b><u>AFTERNOON/EVENING</u></b>	<ul style="list-style-type: none"> <li>• Site visit and then contractor event</li> </ul>		
	<ul style="list-style-type: none"> <li>• Mary Westbrook present</li> </ul>		12:30-1:30
	<ul style="list-style-type: none"> <li>• Break</li> </ul>		1:30-1:45
	<ul style="list-style-type: none"> <li>• 1 NCS person and 1 ED visit another NCS person on site doing their work</li> </ul>		1:45-2:45
	<ul style="list-style-type: none"> <li>• Debrief the experience</li> </ul>		2:45-3:15
	<ul style="list-style-type: none"> <li>• JVJ hold Town Hall meeting</li> </ul>		3:30-4:30
	<ul style="list-style-type: none"> <li>• Bus to Amana with NCS people, including cocktails and dinner</li> </ul>		4:30

**WEDNESDAY AGENDA- OCTOBER 25 - 8:00-5:30**  
**THEME - BRINGING IT HOME - PRACTICAL APPLICATION**

**DESIRED OUTCOMES -**

- Agreement on a vision map for the Students Channel
- A list of values and attitudes necessary to achieving the vision
- A list of supporting and restraining forces to accomplishing the vision and being a leader
- Agreement on implications for your working groups of the mission, vision, values, and attitudes
- Agreement on the behaviors necessary to support the mission, vision, and values and the expectations of how we will support each other
- Agreement on next steps

<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>START-UP-</b>	<ul style="list-style-type: none"> <li>• Review +/- from yesterday</li> <li>• Desired Outcomes</li> <li>• Agenda</li> </ul>	IA	8:00-8:15
<b>UNVEILING THE VISION</b>	<ul style="list-style-type: none"> <li>• <b>Kevin present...</b></li> <li>• Reactions</li> <li>• Next steps</li> </ul>	Kevin	8:15-9:15
<b>IN LIGHT OF THE VISION, WHAT WOULD IT MEAN TO BE A LEADER IN STUDENTS CHANNEL- VALUES AND MIND-SET</b>	<ul style="list-style-type: none"> <li>• <i>Importance of Values and Mind-Set -</i></li> <li>• Random trios for about 5' to jog people's thinking—values and mind-sets</li> <li>• Large group brainstorm</li> </ul>	Nancy	9:15-10:15
<b><u>BREAK</u></b>	<b><u>BREAK</u></b>		10:15-10:30
<b>SUPPORTING AND RESTRAINING FORCES TO ACCOMPLISHING THE VISION AND BEING THE LEADERS WE WANT TO BE</b>	<ul style="list-style-type: none"> <li>• <i>Force-Field Analysis</i></li> <li>• Cross-functional small groups— <ul style="list-style-type: none"> <li>• List supporting forces—personal, group, organizational</li> <li>• List restraining forces—personal, group, organizational</li> </ul> </li> <li>• Large group report out</li> <li>• Brainstorm how work to reduce restraining forces &amp; how capitalize on supporting forces</li> <li>• Next Steps</li> </ul>	Julia	10:30-11:30
<b><u>LUNCH</u></b>	<b><u>LUNCH</u></b>		11:30-1:00

<b>IMPLICATIONS FOR WORKING GROUPS- INTEGRATION MATRIX- WHAT WOULD YOUR WORKING GROUP LOOK LIKE?</b>	<ul style="list-style-type: none"> <li>• <b>Working Groups</b>–Implications of Vision and values for your working group– <ul style="list-style-type: none"> <li>• Fill out integration matrix for your working group</li> </ul> </li> <li>• <b>Large group</b>– <ul style="list-style-type: none"> <li>• Report outs</li> <li>• How groups can support each other</li> </ul> </li> </ul>	Julia	1:00-3:00
<b>VALUES/VISION→ MIND-SETS→ BEHAVIORS</b>	<ul style="list-style-type: none"> <li>• <i>Revisit single-loop, double-loop</i></li> <li>• <i>Espoused Values versus Values-in-Use</i></li> <li>• Lessons learned from past about what does not work–(??Contingency Diagram and stories–e.g. “It’s not my job,” tennis match with balls dropping in middle,...)</li> <li>• Large group brainstorm leadership behaviors to be lived in action to fulfill vision, mission, values, &amp; mind-sets</li> <li>• Any additional ones if consider roles and expectations of this group with respect to multiple levels–</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Cmmittments to self, each other, Students Channel, SFA &amp; how the group will monitor these commitments</li> </ul>	Nancy	3:00-4:00
<b>BRINGING IT HOME- NEXT STEPS</b>	<ul style="list-style-type: none"> <li>• List what, who, by when</li> <li>• Agree</li> </ul>		400-4:30
<b>CLOSE-</b>	<ul style="list-style-type: none"> <li>• Secret celebré</li> <li>• Closing comments</li> </ul>	JVV	4:30-5:30
	<b>EVENING GROUP ACTIVITY</b>		
<b>THURSDAY MORNING</b>	<ul style="list-style-type: none"> <li>• Shuttle bus to NCS facility near airport</li> <li>• Bus from NCS facility to airport, arriving by 10:00</li> </ul>		7:45-10:00

## THINGS TO THINK ABOUT & QUESTIONS-

- Story Board pairs or small groups–MK/RL
- 5 groups of 4 for Vision piece–MK/RL
- 4 groups of 5 for Force-Field Analysis–MK/RL
- Working groups for Integration Matrix exercise
- Logistics–
  - Pre-work, pre-mailing–MK
  - Room arrangements–walls, how arrange chairs/tables, think of what Kevin needs,...–MK/JS/NB
  - Supplies needed–MK
    - Materials for Story Boards
    - 5 sets of markers
    - 5 rolls of masking tape
    -
- Should we have shirts, or...to celebrate–MK/RL
- Anything special JVV wants to do Monday afternoon to celebrate–MK/JVV/RL
- If we build a collective vision, should it then go to each of the areas for further input before it is finalized?–determine with whole group at off-site next steps
- What call this group?–Students Channel Leadership Team
- Popcorn, corny–Robert is corny–RL
- Food & fun activities–corn husking contest, “Oh what a beautiful morning....”–RL



- Transportation–MK
- Dress–Business casual for site visits; casual (e.g. jeans) for rest of retreat–MK
- Bring in teaching points/theories–JS/NB
- Bring performance plans–MK
- Briefing JVV, talking points for each section
- Prizes–RL/MK
- Events coordinator–MK
- Quotes for JVV to use–RL
- 3-ring binder, including–MK
  - PBO, SFA, & Students Channel documentation of goals, plans,...–MK
  - “Teaching” materials–JS/NB
  - Reference section–things to read, including–JS/NB
    - PSG book
- Incorporate MK’s memo into ground rules/schedule
- Check wall space for taping